REASON FOR			POSITION DESCRIPTION COVER SHEET
1. NEW	2. IDENTICAL ADDITION TO THE ESTABLISHED PD NUMBER	3. REPLACES PD NUMBER	

RECOMMENDED

4. TITLE	5. PAY PLAN	6. SERIES	7. GRADE

8. WORKING TITLE	9. INCUMBENT *(Optional)*

OFFICIAL

10. TITLE
Engineering Technician

11. PP	12. SERIES	13. FUNC	14. GRADE	15. DATE	16. I/A		17. CLASSIFIER
				MONTH/DAY/YEAR	YES	NO	
GS	802		05	4/22/02			MS

18. **ORGANIZATIONAL STRUCTURE** *(Agency/Bureau)*

1st	5th
2nd	6th
3rd	7th
4th	8th

SUPERVISOR'S CERTIFICATION

I certify that this is an accurate statement of the major duties and responsibilities of the position and its organizational relationships and that the position is necessary to carry out Government functions for which I am responsible. This certification is made with the knowledge that this information is to be used for statutory purposes relating to appointment and payment of public funds and that false or misleading statements may continue violations of such statute or their implementing regulations.

19. Supervisor's Signature	20. Date	22. Second Level Supervisor's Signature	23. Date

21. Supervisor's Name and Title	24. Second Level Supervisor's Name and Title

FACTOR EVALUATION SYSTEM

FACTOR	25. FLD/BMK	26. POINTS	FACTOR	25. FLD/BMK	26. POINTS
1. Knowledge Required			6. Personal Contacts		
2. Supervisory Controls			7. Purpose of Contacts		
3. Guidelines			8. Physical Demands		
4. Complexity			9. Work Environment		
5. Scope and Effect			27. **TOTAL POINTS**		27.
Grade based on PCS for Engineering Technician Series, GS-802 (TS-19 dtd 8/74, TS-80 dtd 6/69)			28. **GRADE**		28.

CLASSIFICATION CERTIFICATION

I certify that this position has been classified as required by Title 5, US Code, in conformance with standards published by the OPM or, if no published standard applies directly, consistently with the most applicable published standards.

29. Signature /S/ MARILYN STETKA	30. Date 4/22/02
31. Name and Title: Marilyn Stetka, Human Resources Specialist (Classification)	
32. Remarks: FLSA: N Standard Job# 802-05	33. OPM Certification Number

MASTER RECORD/INDIVIDUAL POSITION DATA

THIS SIDE TO BE COMPLETED BY THE CLASSIFIER

A. KEY DATA

1. FUNCTION (1)	2. DEPT. CD/AGCY-BUR-CD. (4)	3. SON (4)	4. MR. NO. (6)	5. GRADE (2)	6. IP NO. (8)
A/C/D/I/R				05	

B. MASTER RECORD

1. PAY PLAN (2)	2. OCC.SER (4)	3. OCC FUNC. CD (2)	4. OFF. TITLE CD (5)	5. OFF. TITLE (38)
GS	802		0008	ENGRG TECHNCN

6. HQ.FLD.CD. (1)	7. SUP.CD. (1)	8. CLASS STD. CD. (1)	9. INTERDIS. CD. (1)	10. DT. CLASS (6)
1=HQ 2=FLD	8 — 2=Sup. GSSG 4=Sup. CSRA 5=Mgmt. CSRA 6=Leader WLGEG 8=All Others	X=New Std. Applied Blank=NA	N=NO Y=Interdis	MO: 4 DAY: 22 YEAR: 02

11. EARLY RET. CD. (1)	12. INACT/ACT (1)	13. DT. ABOL. (6)	14. DT.INACT/REACT (6)	15. AGCY. USE (10)
1=Primary 2=Secondary 3=Foreign Svc. Blank=NA	A — I=Inactive A=Active	MO / DAY / YEAR	MO / DAY / YEAR	

16. INTERDIS. SER. (40)

(4)	(4)	(4)	(4)	(4)	(4)	(4)	(4)	(4)	(4)

17. INTERDIS. TITLE CD. (50)

(5)	(5)	(5)	(5)	(5)	(5)	(5)	(5)	(5)	(5)

C. INDIVIDUAL POSITION

1. FLSA CD/PAY TABLE CD (1)	2. FIN. DIS. REQ. (1)	3. POS. SCHED. (1)	4. POS. SENS. (1)	5. COMP. LEV. (4)
N — E=Exempt N=Nonexempt	0 N — 0=None 3=SF 278 4=OGE 450	A=Sched A B=Sched B C=Sched C 0=Excepted but not A, B, C	1N N — 1=Low risk/non sensitive 2=Non critical sensitive 4=Special sensitive 5=Moderate risk 6=High risk	05ET

6. WK. TITLE CD. (4)	7. WK TITLE (38)

8. ORG. STR. CD. (18)								9. VAC. REV. CD. (1)
1st	2nd	3rd	4th	5th	6th	7th	8th	0=Position Action No Vacancy A=No Change; B=Lower Grade C=Higher Grade; D=Different title and/or series E=New Position/New FTE

10. TARGET GD. (2)	11. LANG. REQ. (2)	12. PROJ. DTY. IND. (1)	13. DUTY STATION (9)	14. BUS. CD. (4)	15. DT. LST. AUDIT (6)	16. PAS. IND. (1)	17. DATE EST. (6)
		Blank=N/A Y=Yes	State (2) / City(4) / Cnty(3)		MO / DAY / YEAR	Blank=N/A 1=PAS	MO: 04 DAY: 22 YEAR: 02

18. GD. BASIS. IND. (1)	19. DT. REQ. REC. (6)	20. NTE. DT. (6)	21. POS. ST. BUD(1)
N — 1=Rev. when vacant 2=Impact of Person 3=Sup./GSSG 4=Sup./Program 5=RGEG 6=Policy Analysis GEG	MO / DAY / YEAR	MO / DAY / YEAR	Y=Perm N=Other

22. MAINT. REV./CLASS. ACT. CD.(2) (1st Digit = Activity and 2nd Digit = Results)

Normal Act	**Maintenance Review Act**	**Results**		
1=Desk Audit 2=Sup. Audit 3=Paper Rev. 4=PME/Activity Rev.	5=Desk Audi 6=Sup. Audit 7=Paper Rev. 8=Panel Rev.	1=No Action Req. 2=Minor PD Change 3=New PD Req. 4=Title Change	5=Series Change 6=Pos. Upgrade 7=Pos. Downgrade 8=New Pos.	9=Other

23. DT. EMP. ASGN. (6)	24. DT. ABOL. (6)	25. INACT/ACT (1)	26. DT. INACT/REACT (6)	27. ACCTG. STAT. (4)	28. INT. ASGN. SER. (4)	29. AGCY. USE (8)
MO / DAY / YEAR	MO / DAY / YEAR	A — 1=Inact. 2=Act.	MO / DAY / YEAR			

30. CLASSIFIER'S SIGNATURE	31. DATE

32. REMARKS

Standard Job #802-05

FORM AD-332 (Revised 4/86)

Engineering Technician Standard Job #802-05
GS-0802-05

A. Major Duties

Typical, but not all-inclusive, duties are illustrated by performance of any combination of the following:

Performs a variety of tests, that are not completely standardized, using various standard references, guides, and precedents to obtain needed information and select and adapt methods and procedures.

Sets up, adjusts, and operates laboratory equipment, records instrumental readings, and evaluates test data. Adjusts equipment to insure optimum operation.

Constructs, assembles, and installs new equipment, and modifies and repairs experimental or other equipment used in the conduct of research assignments.

Visually examines the test items to determine apparent damage or change; determines the cause of deviations in the test data, e.g., equipment malfunctions, sampling technique, or observation errors; and recognizes and reports errors, inconsistencies, and other deficiencies in the technical data.

Uses appropriate computer software in assembling and tabulating data. Selects the best method for presenting the data and prepares drafts, drawings, charts, figures or reports illustrating and summarizing results for use by the research scientist in preparation of manuscripts, reports, etc.

Keeps work-site in a neat and orderly manner.

B. Evaluation Factors

1. Knowledge Required by the Position

Knowledge of the basic principles of engineering to participate in scientific experiments where equipment and methods are being evaluated.

Knowledge of engineering processes, methods, and procedures necessary to perform a full range of duties in the area of responsibility.

Knowledge of basic electricity, instrumentation, and programming to the extent necessary to install data acquisition systems, sensors, and connect conductors to recording equipment for gathering data.

Skill in the operation of basic equipment common to laboratory, field, or greenhouse to perform various tests, and take measurements and readings.

Knowledge of the application of instrumentation used in analyses so that equipment can be modified to accommodate existing sampling and analytical conditions.

Ability to follow assigned protocols, and recognize and report abnormal or unexpected results.

Skill in keeping exact and detailed records of data obtained from experiments. Ability to operate a personal computer.

Knowledge of safe laboratory procedures.

2. Supervisory Controls

The supervisor or designated authority makes continuing assignments by initially indicating, orally or through written work orders, such criteria as the amount of work expected, general explanation of what is to be done, advice on the location of reference material or work samples, and the nature of the limits applicable to the assignments.

Within established procedures, the incumbent independently executes the task sequences associated with recurring and continuing work and makes adjustments to accommodate needed minor deviations in work methods. Unfamiliar situations or technical deviations from established practices are referred to the supervisor for guidance or resolution.

The supervisor or designee ensures that tasks completed, data developed, the methods used in securing and verifying data, and application of guidelines are technically accurate and in compliance with instructions and established procedures.

3. Guidelines

Procedures for doing the work have been established and a number of specific guidelines are applicable.

Incumbent uses judgment in selecting the appropriate guidelines because of the number, similarity, linkage, and overlapping nature of the guides. The guidelines contain criteria to solve the core question or problems contained in the assignments, though the applicability may not be readily apparent, i.e., the guides often require careful study and cross-referencing.

4. Complexity

Assignments consist of performing a variety of routine procedural tasks or one or more complex duties related to regular and recurring technical work, operating a variety of pieces of equipment or one or more complex equipment systems commonly associated with the work site, and/or performing a full variety of the standardized technical support and technical duties associated with the work.

Performance of the assignments requires making choices when, for example, executing a number of sequential, related steps or assembling several pieces of equipment. Incumbent exercises independence in recognizing differences, choosing the right course of action, and selecting and executing the proper task sequences for completing the work.

Incumbent deals with facts, e.g., spots readings which are outside the normal range of tolerance or acceptability, or determines how best to present raw data. Incumbent determines what needs to be done to update or complete records and documents, and initiates action to acquire needed information from others as indicated by situations encountered in the work.

5. Scope and Effect

Completed assignments constitute a complete segment of assignments with broader scope, e.g., daily collects data for use by others involved in research.

Work products affect the accuracy, reliability, or acceptability of further procedures, processes or services, e.g., the ability of the scientist to complete with accuracy a phase of the research process.

6. Personal Contacts

Personal contacts are with employees in the agency, inside and outside of immediate work unit, e.g., personnel from higher level organizational units, or, occasionally, resource individuals from State and local government units, or other Federal agencies.

7. Purpose of Contacts

The personal contacts are established to exchange information about procedures, schedules, or operating problems; clarify information on records; report on the results of studies; explain the steps involved in operating equipment; explain the reason that work is being performed; or to exchange other factual information. The facts or information exchanged may range from easily understood to highly technical.

8. Physical Demands

The work requires some physical exertion, such as regular and recurring running, walking, or bending. In many situations the duration of the activity (such as most of a work day) contributes to the arduous nature of the job. In other situations, there may be special requirements for agility or dexterity such as exceptional had/eye coordination.

9. Work Environment

The work is performed in a laboratory, shop, or other research setting which involves regular and recurring moderate risk or discomforts requiring special safety precautions, e.g., working with electronic equipment or working outdoors. The employee is required to use protective clothing such as gowns, coats, boots, goggles, gloves.

C. Other Considerations (Check if applicable)

[ ] Supervisory Responsibilities (EEO Statement)
[ ] Training Activities - Career Intern, Student Career Experience Program
[ ] Motor Vehicle or Commercial Driver's License Required
[ ] Pesticide Applicators License Required
[ ] Safety/Radiological Safety Collateral Duties
[ ] EEO Collateral Duties
[ ] Drug Test Required
[ ] Vaccine(s) Required
[ ] Financial Disclosure Required
[ ] Special Physical Requirements/Demands
[ ] Other: